Feb. 2, 196

SUMMARY OF LECTURES

WEEK #1
Business and Solicitations requirements for he
Introduction to Announcing and Saturday broadca
Introduction to station facilities
Shift day programming

Basic Engineering in CR I and CRnII
More complete familiarization with CR I

WEEK #2
BUSINESS DEPARTMENT
Weekly programming on three stations

Complete coverage of CRI
Introduction to CR II

WEEK #3
Continuity Department
Operations Director
Tech Dept.
Logs, setting up of, and connected etc.

Complete coverage of CR II
Review (final) CR I

WEEK #4
Public Relations Department
Productions Director
Chain of Command
Duties of All Officers

Care and use of all Recording facilites

WEEK #5
News Department.
Sports Department
Station History

Set Up and use of all remotes
AM Sign and sign off procedure

WEEK #6
Recording Department
Constitutional Structure and ByLaws

Control Room engineering for remotes
Review remote procedure

WEEK #7
Classical Music Department
Records Department
Review for Program Procedure Test

FM Sign and Sign Off Prodedure
Emergency Procedure

WEEK #8
FINAL PROGRAM PROCEDURE TEST
Hair
General Review of engineering
Engineering Tests

Vice Chairman